



How to DELETE a Document


1) Click on Website Administration and then click on "Add or edit a DOCUMENT":

WebsiteAdmin

Add this [Click Here](#) [How-to & Hints](#)



 [Add or edit SCHOOL NEWS](#) **Hint:** You can also post news directly using Microsoft Word or Email: zzz-school-News@nbed.net (include the term "from email" in subject line)

 [Add or edit a CALENDAR Event](#) **Hint:** Double Click on the calendar date and "Add"
AVOID: Do not use "All day event" - select a start and end time.

 [Add or edit a DOCUMENT](#) **Hint:** You can easily convert Microsoft Word documents by clicking on FILE->SAVE AS, then choose the .pdf format.
[Click on this link for more .pdf instructions.](#)

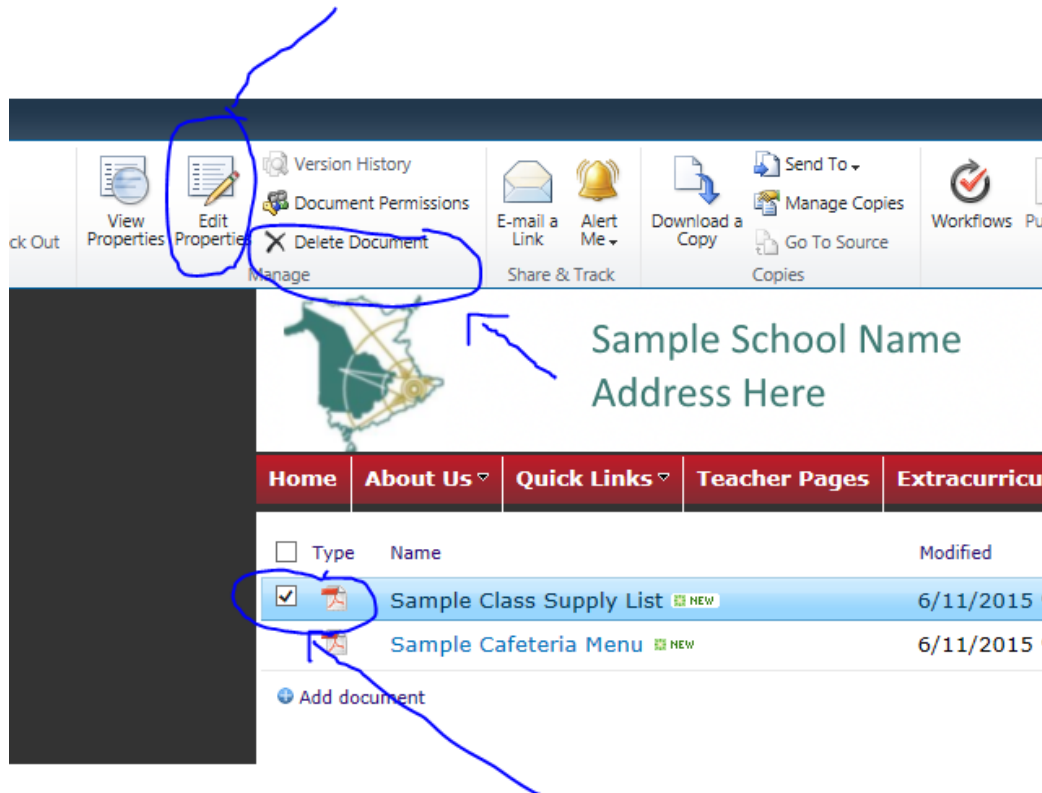
Did you add a document by uploading a file as an attachment to a New item in one of these subsites (News/Sports/Guidance/Club/Home&School/PSSC) but now want

2) You will see a list of documents. If it is a long list you can sort these by Name, Modified, Categories, etc. by clicking on the words "Name," "Modified", etc...


Type	Name	Modified	Document Categories	Document Form
	Sample Class Supply List <small>NEW</small>	6/11/2015 9:02 AM	Clubs	No
	Sample Cafeteria Menu <small>NEW</small>	6/11/2015 9:02 AM	Cafeteria	No

[Add document](#)


3) Place a checkmark on the file(s) that you want to delete and then click on the “DELETE” button. If you want to edit the file’s properties (give it a different category, etc.) you can do so by clicking on the “EDIT PROPERTIES” button.



4) There will be times when you cannot find the document you want to delete. This is because it was added as an ATTACHMENT to a NEWS/GUIDANCE/SPORTS/ETC. blog post. In these cases you need to go directly to where that attached file was placed by clicking on the appropriate link below and then following same procedures mentioned above:



Add or edit a DOCUMENT

Hint: You can easily convert Microsoft Word document FILE->SAVE AS, then choose the .pdf format.
 [Click on this link for more .pdf instructions.](#)

Did you add a document by uploading a file as an attachment in one of these subsites (News/Sports/Guidance/Club/Home&School/PSSC) by **toDELETE** that document?

Click on the appropriate link to delete:

- DELETE** an attached **NEWS** Document
- DELETE** an attached **SPORTS** Document
- DELETE** an attached **GUIDANCE** Document
- DELETE** an attached **CLUB** Document
- DELETE** an attached **HOME&SCHOOL** Document
- DELETE** an attached **PSSC** Document


4) Choose the Document Category carefully. This file will appear on the appropriate page(s) based on the category you select. For example, if you select the category "Cafeteria" it will automatically appear on the Cafeteria page. Document Form → Yes or No will place it in the "Forms" section when Yes is selected, otherwise let it default as No. Be sure to "CHECK IN" when finished uploading and selecting category.

Documents - Sample Cafeteria Menu.pdf

Edit

Check In Cancel Paste Copy Delete Item

Commit Clipboard Actions



Sample School Name
Address Here

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Name * .pdf

Document Categories * ←

Document Form * Is this a form?

Created at 6/11/2015 8:57 AM by carmel.desjardins
Last modified at 6/11/2015 8:57 AM by carmel.desjardins

5) This page will also allow you to delete a document by placing a checkmark on the left hand side and then clicking on delete.

<input type="checkbox"/>	Type	Name	Modified	Document Categories	Document Form
<input type="checkbox"/>		Sample Class Supply List <small>NEW</small>	6/11/2015 9:02 AM	Clubs	No
<input checked="" type="checkbox"/>		Sample Cafeteria Menu <small>NEW</small>	6/11/2015 9:02 AM	Cafeteria	No

[Add document](#)